

# COMPENSATION BOARD DOCKET #03/02

## AUGUST 27, 2002

### OTHER MATTERS

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DIVISION OF RISK MANAGEMENT LIABILITY INSURANCE PREMIUM	STATE TREASURER	DRM Issues and Treasurer presents information regarding increases in the premium paid by the Compensation Board for Constitutional Officers' liability insurance coverage.	N/A	Department of Treasury and Division of Risk Management staff briefed the Compensation Board on the risk management liability insurance premium issue.  Treasury agreed to provide the Compensation Board with premium costs for Regional Jails by the September 24, 2002 Board meeting.  Compensation Board staff will submit a budget amendment to DPB for the increased liability insurance premium.

## 304-03-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENE COUNTY	SHERIFF	7/25/02 – OFFICER REQUESTS \$2172 ADDITIONAL FOR POSITION 21 (VACANT L7 @ 23329) TO HIRE TAYLOR AT A STARTING SALARY OF \$25501. OFFICER SITES TAYLOR'S EXPERIENCE – MOST RECENTLY WITH FLUVANNA SHERIFF'S OFFICE (IN CO. FUNDED POSITION), MAKING \$27100.00. THERE IS NO TURNOVER AVAILABLE IN THIS OFFICE AT THIS TIME.	\$2172	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PRINCE EDWARD COUNTY	SHERIFF	7/31/02 – OFFICER REQUESTS TO TRANSFER \$3184 FROM TEMPORARY BASE BUDGET TO PERMENANT BASE IN ORDER TO RECLASSIFY SIMMONS (CURRENTLY POS 22, L8 @ \$25501) TO L9 @ 27872 AND EPPES (CURRENTLY POS 15, L8 @ \$28501) to L9 @ 30467. OFFICER WILL USE TURNOVER TO MAKE UP THE DIFFERENCE.	-0-	The Compensation Board approved a transfer of \$3,184 from base temporary funds to effect the classification(s) requested by the Sheriff. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary funds budget in the current as well as subsequent fiscal years.
TAZEWELL COUNTY	SHERIFF	8/6/02 – OFFICER REQUESTS STAFFING STUDY OF JAIL. OFFICER CITES BEING OVERCROWED AND UNDERSTAFFED AS THE REASON FOR THE STUDY.	-0-	Compensation Board agreed to ask DOC to conduct staffing study of Tazewell Jail.
MIDDLESEX COUNTY	SHERIFF	8/8/02 – OFFICER REQUESTS TO TRANSFER \$1200 FROM BASE TEMPORARY BUDGET TO PERMENANT BASE IN ORDER TO RECLASSIFY EPPERLY (CURRENTLY POS 14, L8 @ 25501) TO L9 @ 27872 AND WATSON (CURRENTLY POS 15, L8 @ 25501) TO L9 @ 27872. OFFICER WILL USE TURNOVER TO MAKE UP THE DIFFERENCE.	-0-	The Compensation Board approved a transfer of \$1,200 from base temporary funds to effect the classification(s) requested by the Sheriff. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
KING GEORGE COUNTY	SHERIFF	8/9/02 – OFFICER REQUESTS TRANSFER OF \$3974 FROM TURNOVER TO BASE TEMPORARY BUDGET.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## 304-03-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	SHERIFF	8/13/02 – OFFICER REQUEST TRANSFER OF ANNUAL SALARIES FOR COOK POSITIONS (POS 100, CKB @ \$21326/ POS 66, CKA @ \$19510/ POS 111, CKA @ \$18660) TO OFFICE EXPENSES EFFECTIVE 9/1/02. PRORATED TOTAL TRANSFER AMOUNT IS \$49580.00	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan. Transfer is not part of the base.
FREDERICK/CLARKE/ WINCHESTER REGIONAL JAIL	SUPERINTENDENT	08/20/02 – OFFICER REQUESTS A STAFFING STUDY UPDATE. OFFICER CITES BEING OVERCROWDED AND UNDERSTAFFED AS REASON FOR NEEDING STUDY.	-0-	Board will request DOC to conduct staffing analysis of jail.

## 320-03-02: COMMONWEALTH'S ATTORNEYS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE EDWARD COUNTY	COMMONWEALTHS ATTORNEY	<p><b>FY03 6-4-2002</b> Officer requests exception to Spending Reduction Policy.</p> <p>Due to State Police converting VCIN Network to a Virtual Private Network, Internet cost will rise from current \$19.95 to \$90 monthly. Officer requests additional Office Expense Funds @ \$840 for this expense.</p> <p>Also due to this conversion, Officer requests Equipment funds to purchase the following:</p> <p><b>AT THEIR JUNE 25, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE AND DEPARTMENT OF CRIMINAL JUSTICE SERVICES.</b></p> <p><b>AT THEIR JULY 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THE AUGUST 27, 2002 MEETING.</b></p>	<p>\$840</p> <p>\$1,076 Stressed Cost</p>	Deferred to September meeting pending additional information from Virginia State Police.
<b>Qty.</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Stressed Cost</b>	
1	Nortel 600 Contivity Box	1,200	957	
1	Installation	150	120	
	<i>Total Cost</i>	1,350		
	<i>Total Stressed</i>		1,076	

## 320-03-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMONWEALTHS ATTORNEY	8-8-2002 Officer requests an exception to the 60-day reimbursement policy.  Officer states Substitute Prosecutor did not submit the paperwork in the appropriate amount of time.	\$565.50	Approved as an exception to policy; based upon the specific conditions stated by the officer. As this is the second request for an exception by this officer, the Board will not grant any further exceptions to this policy.

#### **FY02 SUBSTITUTE PROSECUTOR**

<b>Prosecutor</b>	<b>Expenses From - To</b>	<b>Defendant</b>	<b>Total</b>
Michael F. Carrico	07-13-01 / 07-13-01	Verlin Roy Martin	\$126.00
Michael F. Carrico	02-01-02 / 02-01-02	Verlin Roy Martin	\$126.00
Michael F. Carrico	02-06-02 / 02-06-02	Verlin Roy Martin	\$12.50
Michael F. Carrico	02-12-02 / 02-12-02	Verlin Roy Martin	\$100.00
Michael F. Carrico	02-21-02 / 02-21-02	Verlin Roy Martin	\$12.50
Michael F. Carrico	02-22-02 / 02-22-02	Verlin Roy Martin	\$12.50
Michael F. Carrico	04-12-02 / 04-12-02	Verlin Roy Martin	\$176.00
Total			\$565.50

**FY02** Officer has previously requested exceptions to the 60-day reimbursement policy @ \$8,800.20 as follows:

<b>Prosecutor</b>	<b>Docket</b>	<b>Form CB22 Submissions</b>	<b>Total</b>
Michael F. Carrico	July-01	20	\$5,055.20
Michael F. Carrico	April-02	28	\$3,745.00
			\$8,800.20

## 320-03-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WINCHESTER CITY	COMMONWEALTHS ATTORNEY	<p>8-16-2002 Officer requests an exception to the 60-day reimbursement policy.</p> <p><b>FY02</b> - Officer submitted Substitute Prosecutor for CB22 @ \$258.50, at the appropriate time, but did not claim the reimbursement in SNIP. Officer requests reimbursement for this oversight.</p>	\$258.50	Approved as an exception to policy; based upon the specific conditions stated by the officer. The Board will not approve any further exceptions to this policy in the future for this office.
ROANOKE CITY	COMMONWEALTHS ATTORNEY	<p>8-20-2002 Office anticipates hiring an individual who recently graduated Law School and will take the Virginia State Bar exam this spring.</p> <p>Office requests to hire this employee in pos. #14 PA-G7 @ \$34,910 (step21). Position is budgeted @ \$22,361 (step 1). Cost to increase @ \$12,549. Effective 8-27, 2002.</p> <p>NOTE 1: Board may wish to stipulate: Upon the promotion of this employee the budgeted salary for pos. #14 PA-G7 revert to the current budgeted \$22,361 (step 1).</p> <p>NOTE 2: Officer is holding pos. #18 JATTI-G15 @ \$38,163 vacant for this employee.</p>	\$12,549	Approved as an exception to policy; based upon the specific conditions stated by the officer. Upon the promotion of this employee the budgeted salary for pos. #14 PA-G7 revert to the current budgeted \$22,361 (step 1).
AMHERST COUNTY	COMMONWEALTHS ATTORNEY	<p>8-20-2002 Officer requests exception to Spending Reduction Policy.</p> <p>Due to the death of the Commonwealth's Attorney the acting Officer requests additional Temporary Funds @ \$28,375.</p> <p>This office has only 1 assistant attorney position, which now remains vacant until the special election to be held the end of January 2003.</p>	\$28,375	The Compensation Board will approve an additional amount in part-time, not in the base and not to exceed the current budgeted salary of position 00002. The actual amount to be approved will be at the discretion of the Executive Secretary consistent with Compensation Board policy for new hires.

## 732-03-02: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF LYNCHBURG	TREASURER	7/23 Officer requests an exception to Spending Reduction Policy. Officer requests reimbursement for LGOC (\$180 for Officer and 1 Deputy as well as mileage). This requests is made as the office is 100% funded by the state.  Cost \$360.00 meeting \$ 62.00 mileage	\$422.00	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## 734-03-02: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
STAFFORD COUNTY	COMMISSIONER THE REVENUE	OF	7/24 Officer requests to transfer balance of Turnover in the amount of \$93.00 to Base Temporary Salaries.  Based on current Staffing Standards office is in need 2.45 FTE/ 18.83%. Based on current Temporary Base of \$54,900 transfer of \$93.00 will not impact Need %.	\$00	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
RUSSELL COUNTY	COMMISSIONER THE REVENUE	OF	8/6 Officer requests a transfer of \$1200.00 Turnover to Part Time Salary Funding.  Based on current Staffing Standards office is in need .53 FTE/8.32%. Increase of Temporary Funding by \$1200.00 will revise Staffing Standards to need of .46 FTE/7.14%	\$00	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
CITY OF BRISTOL	COMMISSIONER THE REVENUE	OF	8/16 Officer requests to hire an employee with recent and directly related duties currently salaried at \$45,000 annually.  Officer requests a Base Budget transfer from Temporary Funding of \$5533 to hire this individual into Position #4, DI @ \$25,494 (step 16). Position is budgeted @ 19,961 (step 5). Cost to increase \$5,533. Effective August 19, 2002.  Based on current Staffing Standards office is in excess .31 FTE/ -6.00%. A decrease of Temporary Funding by \$5533.00 will revise Staffing Standards to 0.00 FTE Difference.	\$00	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.



## 321-03-02: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	CIRCUIT CLERK	COURT	8-1-02 Officer requests additional Temporary Funds @ \$38,316. Officer states the City of Hampton has adopted the Supreme Court's guidance to reassign 2 Circuit Court positions to the Criminal Division. This has caused a profound shortage of staff within the office. Officer is due38, is due 5.55 FTE and is in 26.43% of Need.	\$38,316	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
CHESAPEAKE CITY	CIRCUIT CLERK	COURT	8-16-2002 Officer requests additional Temporary Funds @ \$20,010. Officer enclosed a letter from an attorney stating the possibility of tremendous liability to her office, due to workload back-log. Officer states her concern of being sued because she is too understaffed to maintain the increasing workload. Officer is ranked 18, is due 10.86 FTE and is in 36.13% of Need.	\$20,010	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #03/01.	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	BUDGET REDUCTIONS	COMPENSATION BOARD	Discussion of budget reduction alternative(s), and approval of budget reduction workplan.	N/A	Compensation Board staff will meet with Constitutional Officer Association leadership, VML and VACO to discuss budget reduction alternatives. The Board approved the budget reduction workplan.
6.	COMMONWEALTH'S ATTORNEYS' CONVERSION REQUESTS	COMPENSATION BOARD	Staff requests consent of the Compensation Board for Commonwealth's Attorneys' conversion requests from part-time to full-time status. Of 13 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, Greene County and Highland County have elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with its Fall, 2002 budget submission to DPB to fund the conversion of these two offices, effective July 1, 2003. Anticipated cost for FY04 to convert these offices to full-time status is \$188,004.	\$188,004 (FY04)	Approved for submission to DPB as a budget amendment.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7.	FY01 JAIL COST REPORT	COMPENSATION BOARD	Staff presents draft FY01 Jail Cost Report.	N/A	Approved as a draft.
8.	MANAGING JAIL RISK CONFERENCE 2002	COMPENSATION BOARD	Staff presents Managing Jail Risk Conference 2002 report.	N/A	Noted.
9.	OFFICE ADMINISTRATOR AND DEPUTY TRAINING	COMPENSATION BOARD	Staff presents Office Administrator and Deputy Training report-August 2002.	N/A	Noted.
10.	ANNUAL LIDS AUDIT REPORT	COMPENSATION BOARD	Staff presents annual LIDS Audit Report.	N/A	Noted.
11.	PROMPT PAYMENT ACT FOR FY02	COMPENSATION BOARD	Staff reports 100% compliance with the Prompt Payment Act for FY02.	N/A	Noted.

## FOR YOUR INFORMATION

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	BEDFORD COUNTY	SHERIFF	July 12, 2002 letter to Jim Matthews from Teresa Silsbee, Administrative Officer, Bedford County Sheriff's Office expressing her appreciation and gratitude to Jennifer Anderson for her assistance over the last nine months.	N/A	Noted.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #03/02**  
**AUGUST 27, 2002**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. ( \_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning the .

2) **Chairman Frank Drew: I move to return to open session. ( \_\_\_\_\_ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

**AND**

**only public business matters identified in the motion to convene the closed meeting.**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

H A N D C A R R Y  
COMPENSATION BOARD DOCKET #03/02  
AUGUST 27, 2002

304-03-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

**NONE.**

320-03-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b>NONE.</b>				

732-03-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b>NONE.</b>				



734-03-02: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b>NONE.</b>				

## 321-03-02: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	CIRCUIT CLERK	COURT	8-16-2002 Officer requests additional Temporary Funds @ \$34,325  Officer is ranked 13, is due 12.33 FTE and is in 38.53% of Need. NOTE: Officer states that she has consistently been approved additional funding in the past. These funds are used for 1.5 positions in her office that are crucial in relation to the workload.	\$34,325	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
BOTETOURT COUNTY	CIRCUIT CLERK	COURT	8-26-2002 Officer requests to transfer Turnover Funds @ \$98 to BASE Temporary Funds. Effective October 1, 2002.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b>NONE.</b>				

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b>NONE.</b>				

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